

**NAME OF ORGANIZATION: Environment and Climate Change Canada (ECCC)**  
**NOM DE L'ORGANISATION : Environnement et changement climatique Canada (ECCC)**

**A-2016-01679**

ID	Names	TAN	Departure Dates	Arrival Dates	Description	Plane	Other transportation	Hotel	Private Accommodation						Others	Total Travel Costs
									Incidental	Breakfast	Lunch	Dinner				
1	MCKENNA, Catherine	AMC476868	December 3, 2016	December 8, 2016	To meet key stakeholders in China	\$ 9,407.52	\$ -	\$ 823.32	\$ -	\$ -	\$ -	\$ -	\$ 63.59	\$ -	\$ 10,294.43	
2	RAYNOLDS, Marlo	AMC441836	December 5, 2016	December 6, 2016	To meet with key stakeholders in Fredericton	\$ 748.63	\$ 103.22	\$ 141.45	\$ -	\$ -	\$ -	\$ -	\$ 45.55	\$ -	\$ 1,038.85	
3	TSAI-KLASSEN, Frederique	AMC440776	December 3, 2016	December 8, 2016	To accompany the Minister in China	\$ 8,157.52	\$ -	\$ 807.64	\$ -	\$ -	\$ -	\$ -	\$ 63.59	\$ -	\$ 9,028.75	
4	WILKINSON, Jonathan	AMC440315	December 5, 2016	December 5, 2016	To attend the Assembly of First Nations - Ottawa	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24.00	
						\$ 18,313.67	\$ 127.22	\$ 1,772.41	\$ -	\$ -	\$ -	\$ -	\$ 172.73	\$ -	\$ 20,386.03	

# Expense Report Statement

## Expense Report Name: To meet with key stakeholders in China - December 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M4 - International - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** China - December 2016

**Travel Start Date:** 03/12/2016

**Travel End Date:** 08/12/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC476868

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>10,294.43</b>
(Minus) Total non-reimbursable expenses :	9,407.52
<b>Total reimbursable expenses :</b>	<b>886.91</b>
<b>Total due traveller :</b>	<b>886.91</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
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<b>Expense Type</b>	<b>Date</b>	<b>Amount</b>	<b>Tax Amount</b>	<b>Amount</b>
5) Commercial Air	24/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --		9,407.52
Manual Prepaid				<u>9,407.52</u>
Air Canada				
Air Canada and Air China				
		Total non-reimbursable expenses (CAD)		9,407.52

### **Reimbursable Expenses**

<b>Expense Type</b>	<b>Date</b>	<b>Foreign Amount</b>	<b>Tax Amount</b>	<b>Amount</b>
16) Commercial Accommodation	08/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --		364.41
Shangri-La Hotels And Resorts		1,895.99 (CNY)		<u>364.41</u>
16) Commercial Accommodation	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --		247.70
Kempinski International Hotels		1,283.42 (CNY)		<u>247.70</u>
16) Commercial Accommodation	05/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --		211.21
Mandarin Oriental Hotels		1,094.92 (CNY)		<u>211.21</u>
2) Allowance: Meals, Incidentals & Private Accommodation	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --		63.59
		329.48 (CNY)		<u>63.59</u>
		Total reimbursable expenses (CAD)		886.91

### **Tax Coding Summary**

### **Financial Coding Summary**

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
		000003

**Financial Coding**

51497 - 285100 - 0070 - PBJ2 - 2001 --

10,294.43 10,294.43

**Approval History**

Date And Time	Approver	Approval Status	Comment
20/12/2016 11:15:59	Myriam Montreuil	Approved	

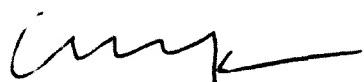
**Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** Catherine McKenna

**Submit Date** 16/12/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 16/12/2016

Signature



**Recommender Name** Myriam Montreuil

**Recommended Date** 20/12/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

**Approver Name** *Mario Raynolds*

**Approval Date** DEC 21 2016

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

# Travel Request

## Travel Request Name: China - December 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M4 - International - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Alternative To Travel:** Personal attendance required

**Travel Start Date:** 03/12/2016

**Travel End Date:** 08/12/2016

**Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC476868

**Fiscal Year:** 2016-2017

**Travel Outside Default:** N

**Division:**

**Blanket Travel Authority:** No

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

China - December 2016

## Travel Request Summary

### Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	1,135.02
	<b>1,135.02</b>

### Advance Summary

Travel advance:	0.00
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### Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 --	1,000.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 --	135.02
		Total reimbursable expenses
		1,135.02

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 --	1,135.02	1,135.02

### Approval History

Date And Time	Approver	Approval Status	Comment
16/12/2016 11:49:51	Mario Raynolds	Approved	

### Itinerary Details

#### PNR:

Trip Status: *Quoted*

**Traveller Type:** Minister  
**Primary Trip Purpose:** Key Stakeholder Engagement - Meetings

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Catherine McKenna

**Submit Date** 16/12/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Héault

**Submit Date** 16/12/2016

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Mario Reynolds

**Approval Date** 16/12/2016

Signature



# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485461  
Invoice Date: 24 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA INTL - VANCOUVER INTL
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOUVER INTL - BEIJING CAPITAL
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING CAPITAL - GUANGZHOU BAIYUN
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL
AC	00032	09Dec16 06:45 pm	09Dec16 06:35 pm	BEIJING CAPITAL - TORONTO PEARSON
AC	00466	09Dec16 08:10 pm	09Dec16 09:16 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374623/24 for MCKENNA/CATHERINE MARY MS	7,600.00	3.51	569.81	8,173.32
BSP CANADA, IATA 0065812099	79.90	4.00	0.00	83.90
Total Fares:				7,679.90
Total Taxes:				569.81
Total GST/HST:				7.51
<b>Invoice Total:</b>				<b>8,257.22</b>
<b>Payment(s):</b>				
24 Nov 16 Credit Card				8,173.32
24 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>8,257.22</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485461  
Invoice Date: 24 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s) MCKENNA/CATHERINE MARY MS**

+++ AIR TICKET PLUS SERVICE FEE ( LOWER BUSINESS CLASS FARE) +++  
+++ DATE CHANGE TRAVEL ON INVOICE 485756 +++

TKT: 014 9566 374623-624 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 24NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH AC 163 D 03DEC YOWYVR 0715A OK DWCN 1  
NVA03JUN  
EXCH AC 29 D 03DEC YVRPEK 1235P OK DWCN 2  
NVA03JUN  
EXCH CA 1309 F 04DEC PEKCAN 0600P OK DWCN 3  
NVA03JUN  
EXCH CA 1302 F 05DEC CANPEK 0730P OK Z7KWCN 4  
NVB05DEC NVA05DEC  
>---624---  
EXCH AC 32 Z 09DEC PEKYYZ 0645P OK Z7KWCN 1  
NVB09DEC NVA09DEC  
EXCH AC 466 D 09DEC YYZYOW 0810P OK Z7KWCN 2  
NVB09DEC NVA09DEC

FARE: CAD 7600.00 TAX: 25.91 CA TAX: 3.51 RC

TAX: 543.90 XT TOTAL: CAD 8173.32

REFUNDABLE-CXLFEES REFUNDABLE-  
CXLFEES-CHGFEES

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M337  
7.72CA BJS AC X/YTO AC YOW Q CANYOW11.62M2409.33 1S  
>77.47 NUC5887.76END ROE1.29081 XT 480.00YQ 36.90CN  
27.00SQ  
TOUR CODE: PAC1  
RLOC 1V

>

## TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485756  
Invoice Date: 26 Nov 2016  
Client No:  
Agent:  
PNR:

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA INTL - VANCOUVER INTL
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOUVER INTL - BEIJING CAPITAL
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING CAPITAL - GUANGZHOU BAIYUN
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL
AC	00032	08Dec16 06:45 pm	08Dec16 06:35 pm	BEIJING CAPITAL - TORONTO PEARSON
AC	00466	08Dec16 08:10 pm	08Dec16 09:16 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374780/81 for MCKENNA/CATHERINE MARY MS	900.00	0.00	0.30	900.30
Total Fares:				900.00
Total Taxes:				0.30
Penalties:				250.00
<b>Invoice Total:</b>				<b>1,150.30</b>
<b>Payment(s):</b>				
26 Nov 16 Credit Card				1,150.30
<b>Total Payments:</b>				<b>1,150.30</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

000011

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485756  
Invoice Date: 26 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

+++ DATE CHANGE FROM INVOICE 485461 +++

+++ 250.00 CHANGE FEE PLUS 900.30 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 014 9566 374780-781 NAME: MCKENNA/CATHERINEMARYMS

CC: FF:

ISSUED: 26NOV16 FOP

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B	FARE	CPN
USED AC 163 D 03DEC YOWYVR 0715A OK DWCN	1	
USED AC 29 D 03DEC YVRPEK 1235P OK DWCN	2	
USED CA 1309 F 04DEC PEKCAN 0600P OK DWCN	3	
USED CA 1302 F 05DEC CANPEK 0730P OK DXCN	4	
----781----		
USED AC 32 D 08DEC PEKYYZ 0645P OK DXCN	1	
USED AC 466 C 08DEC YYZYOW 0810P OK DXCN	2	

)>FARE: CAD 8500.00 TAX: 25.91 CA TAX: 3.51 RC

TAX: 544.20 XT TOTAL: CAD 9073.62

REFUNDABLE-CXLFEES

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M337  
7.72CA BJS AC X/YTO AC YOW Q CANYOW11.62M3184.04NUC  
6585.00END ROE1.29081 XT 480.00YQ 37.20CN 27.00SQ

A/C 1150.30

TOUR CODE: PAC1

EXCHANGED FOR: 0149566374623

ORIGINAL ISSUE: 0149566374623YOW24NOV1667502982

RLOC 1V

>

## TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

## 宾客账单 Guest Folio

Minister Catherine McKenna  
 Minister of Environment&Climate  
 Consulate General of Canada  
 Alberta  
 Canada

Room	房间	: H1912
Arrival	抵店日期	: 04 December 2016
Departure	离店日期	: 05 December 2016
Person(s)	人数	: 1
Folio A/C No.	账单号	:
Confirmation No.	确认号	:
Cashier	收银员	: EII
Page	页码	: 1

日期 Date	描述 Description	付款(人民币) Credits(CNY)	消费(人民币) Charges(CNY)
04.12	Accommodation Charges		900.51
04.12	Service Charge		90.06
04.12	VAT		59.43
05.12		1,050.00	
	Total	1,050.00	1,050.00
	Balance	0.00	

I have received the goods and/or services in the amount shown here. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, association or credit card issuer fails to pay for any part or full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with issuer.  
 本人承认以上显示的账目及服务金额。如果转帐无效，本人愿通过个人、公司或信用卡承担账单所列尚未付清之最后欠款。  
 如果使用信用卡付费，本人同意从本人信用卡中支付以上费用。

宾客签名 Guest Signature

广州文华东方酒店 Mandarin Oriental, Guangzhou  
 中国广州天河区天河路389号 邮编510620  
 389 Tianhe Road, Tianhe District, Guangzhou 510620, China  
 电话 Telephone +86(20)3808 8888 传真 Facsimile +86(20)3808 8889  
[mandarinoriental.com/guangzhou](http://mandarinoriental.com/guangzhou)

**Minister Catherine Mary McKenna**  
**Canada**  
**Ministry of Environment and Climate Change**  
**of Canada**

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Information Act / Document divulgué en vertu  
de la Loi sur l'accès à l'information.

**Kempinski Hotel**  
**Beijing Lufthansa Center**

CHINA

凯宾斯基饭店  
北京燕莎中心有限公司

**INFORMATION INVOICE**

Folio No. :  
Date : 06.12.16 / 08:23  
Guest : Minister Catherine Mary McKenna

Room No. : 1614  
Arrival : 05.12.16  
Departure : 06.12.16  
Page : 1 of 1  
Cashier :  
Discovery No. :  
Frequent Flyer No. :

Date	Description	Debit CNY	Credit CNY
05.12.16	Accommodation	1,069.55	
05.12.16	Room Surcharge	106.96	
05.12.16	VAT 06% - Room Charge	70.59	
06.12.16	Visa (M)		1,247.10
	<b>Total</b>	<b>1,247.10</b>	<b>1,247.10</b>
	<b>Balance CNY</b>		<b>0.00</b>
	<b>VAT Breakdown</b>		<b>VAT CNY</b>
	VAT 6%	70.59	
	VAT 11%	0.00	
	VAT 13%	0.00	
	VAT 17%	0.00	
	<b>Total</b>		<b>70.59</b>

Guest's Signature : \_\_\_\_\_

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

50 Liangmaqiao Road  
Chaoyang District  
Beijing 100125  
China

T +86 10 64653388  
F +86 10 64653386  
www.kempinski.com  
reservations.beijing@kempinski.com

Receivers Bank: China CITIC Bank  
Address: H.O.General Banking, Beijing, China  
SWIFT Code: CIBKCNBJ100  
Receiver's Name: Kempinski Hotel, Beijing Lufthansa Center  
USD A/C: 71168-1-14-826-000001-18

DISCOVERDV

Kempinski 000014

Ms Catherine McKenna  
AB  
Canada

COPY OF INVOICE

Folio No. :  
Room No. : 2128  
Person(s) : 1  
Arrival : 06/12/16 20:56  
Departure : 08/12/16 14:51  
Cashier No. :  
Page No. : 1 of 1

Shangri-La Hotel Beijing 16/12/16 14:39

DATE	TEXT	REF#	TIME	DEBITS	CREDITS
06/12/16	Room Charge			771.87	
06/12/16	Service Charge			77.19	
06/12/16	Value Added Tax			50.95	
07/12/16	Room Charge			771.87	
07/12/16	Service Charge			77.19	
07/12/16	Value Added Tax			50.95	
08/12/16	CC-Pacific (Tai Ping Yang)				1,908.46
				Total	1,908.46
				Balance	0.00 RMB

As a Golden Circle Member, you could have earned an estimated 13 GC Award Points for this stay. Join Golden Circle now. \*\*\*  
现在成为贵宾金环会会员，即可凭此次入住获得约 13 分贵宾金环会奖励积分。欢迎即刻加入贵宾金环会。

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your  
experience at [www.tripadvisor.com](http://www.tripadvisor.com)

Traveler Name:	Minister			
Location:	China			
Dates of travel:	3-8 Dec. 2016			
Meals and incidentals:	B	L	D	Incidentals
Monday	5			
Tuesday	6		X	
Wednesday	7			
Thursday	8			
Friday				
Saturday	3			
Sunday	4			
Hotel receipt(s)	3			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.



**Banking  
that fits  
your life.**

### Account Details - CIBC Credit Cards

December 16, 2016 at 12:47pm Eastern time

- Set up a Minimum Payment Due Alert to receive an alert by email, text message or to your Message Centre.
- Account Services: Apply for a credit limit increase, Request a credit card balance transfer, Add a cardholder.

Visa Perso ▼ Account Nickname [View eStatements](#)

[Transactions](#) [Spend Report](#) [Alerts](#) [Personal Spend Manager](#)

- You can sort your account details by selecting the links at the top of the table below.

	Credit Available	Current Balance	Payment Due Date *	Statement Balance *	Minimum Due *
			<b>Dec. 21, 2016</b>		

Product Name: [Statement Date +: Nov. 27, 2016](#) Payment to be Posted: [Last Payment:](#)  
**Statement Option:** [View and Edit](#)

#### Past Transactions - Dec. 05, 2016 to Dec. 10, 2016

##### Transactions (Hover over each bar to see that day's transactions)

Debit Credit

\$1,000 \$1,000

\$500 \$500

\$0 \$0

\$500 \$500

\$1,000 \$1,000

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3

November

December

Transaction Date	Posted Date	Transaction Details	Debit	Credit
------------------	-------------	---------------------	-------	--------

<u>Transaction Date</u>	<u>Posted Date</u>	<u>Transaction Details</u>	<u>Debit</u>	<u>Credit</u>
Dec. 08, 2016	Dec. 09, 2016	SHANGRI-LA HOTEL BEIJING BEIJING	\$300.35*	
Dec. 06, 2016	Dec. 07, 2016	Kempinski Hotel Beijing L BEIJING 1247.10 CNY @ .198620	\$247.70*	
Dec. 05, 2016	Dec. 06, 2016	TAIKOO HUI (GZ) DEVELOPME GUANGZHOU	\$241.21*	

The icons indicate the spend category for each of the transactions. Spend categories are assigned based on where the goods or services were purchased.

To view the transaction totals for each spend category, select "Spend Report".

- Personal & Household Expenses
- Professional and Financial Services
- Retail and Grocery
- Transportation
- Hotels, Entertainment, and Recreation
- Restaurants
- Home & Office Improvement
- Health & Education
- Cash Advances and Balance Transfers
- Foreign Currency Transactions
- Other Transactions

\* As of the last statement date.

VISA is a trademark owned by VISA Int./CIBC Lic. User

MasterCard is a registered trademark of MasterCard International Incorporated

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses](#) [Copy](#)

Out of Pocket Expense: 06/12/2016

Amount: \$0.00 CAD (Original Amount ¥0.00 CNY)

Meals and incidentals

[Expenses](#)[Coding](#)[Approval](#)[Summary](#)

## 2) Allowance: Meals, Incidentals &amp; Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date

End Date

03/12/2016



08/12/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priv Acc
03/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Calculate Allowances](#)

## Summary

Country	Location	Meals	Incidentals	Private Accommodation
China	Beijing	63.59	0.00	0.00

[Save](#) [Cancel](#)

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in China - December 2016

**Nom du voyageur:** Catherine McKenna

**NIV:**

**Préparé par:** Amanda Herault

**Module Politique:** M4 : International - avec nuitée

**Motif du voyage:** Engagement principal des parties - Réunions

**Autre objet du voyage:**

**Nom de la demande de voyage:** China - December 2016

**Date de début du déplacement:** 03/12/2016

**Date de fin du déplacement:** 08/12/2016

**État d'autorisation du rapport de dépenses:** Autorisation requise

**Emplacement principal:**

**Emplacement secondaire:**

**NAV en ligne:** AMC476868

**Fiscal Year:** 2016-2017

**Travel Outside Default Division:** N

**Code fournisseur:**

**Événement:**

**Commentaires:**

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

**Total des dépenses attribuées :** 10,294.43

(Moins) Total des dépenses non remboursables : 9,407.52

**Total des dépenses remboursables :** 886.91

**Montant total du voyageur :** 886.91

#### Dépenses non remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	24/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --			9,407.52
Manual Prepaid					<hr/> 9,407.52
Air Canada					
Air Canada and Air China					
			Total des dépenses non remboursables (CAD)		9,407.52

### Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	08/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --			364.41
Shangri-La Hotels And Resorts			1,895.99 (CNY)		<hr/> 364.41
16) Hébergement commercial	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --			247.70
Kempinski International Hotels			1,283.42 (CNY)		<hr/> 247.70
16) Hébergement commercial	05/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --			211.21
Mandarin Oriental Hotels			1,094.92 (CNY)		<hr/> 211.21
2) Indemnités pour hébergement, repas et frais accessoires	06/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 --			63.59
			329.48 (CNY)		<hr/> 63.59
			Total des dépenses remboursables (CAD)		886.91

### Récapitulatif codes de taxes

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001 --	10,294.43	10,294.43

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
21/12/2016 13:35:33	Marlo Raynolds	Autorisé(e)	
20/12/2016 11:15:59	Myriam Montreuil	Autorisé(e)	

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *16/12/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *16/12/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** *20/12/2016*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** *21/12/2016*

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

### Expense Report Name: To meet with key stakeholders in Fredericton - December 2016

**Traveller Name:** *Mario Reynolds*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Travel Request Name:** *Fredericton - December 2016*

**Travel Start Date:** *05/12/2016*

**Travel End Date:** *06/12/2016*

**ER Approval Status:** *Approval Required*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC441836*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>1,038.85</b>
(Minus) Total non-reimbursable expenses :	748.63
<b>Total reimbursable expenses :</b>	<b>290.22</b>
<b>Total due traveller :</b>	<b>290.22</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	02/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 --			748.63
Manual Prepaid				<u>748.63</u>
Air Canada				
		Total non-reimbursable expenses (CAD)		748.63

### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	06/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --		ON*HST 4.09	34.10 <u>38.19</u>
From airport to home				
11) Taxi	05/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --		ON*HST 4.29	35.74 <u>40.03</u>
From home to airport				
11) Taxi	06/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB*HST 3.07	21.93 <u>25.00</u>
From the hotel to the airport				
16) Commercial Accommodation	06/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB*HST 17.37	124.08 <u>141.45</u>
Crowne Plaza				
2) Allowance: Meals, Incidentals & Private Accommodation	06/12/2016 51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB#H ... 5.94	39.61 <u>45.55</u>
		Total reimbursable expenses (CAD)		290.22

### Tax Coding Summary

HST	Total Amount
-----	34.76

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	1,004.09	1,038.85

## Approval History

Date And Time	Approver	Approval Status	Comment
15/12/2016 16:01:08	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Mario Reynolds*

Submit Date 15/12/2016

Signature 

Submitted on behalf of the Traveller.

Delegate Name *Amanda Herault*

Submit Date 15/12/2016

Signature 

Recommender Name *Myriam Montreuil*

Recommended Date 15/12/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date** DEC 21 2016

Signature 

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

# Travel Request

## Travel Request Name: Fredericton - December 2016

**Traveller Name:** *Mario Reynolds*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *05/12/2016*

**Travel End Date:** *06/12/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC441836*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Fredericton - December 2016*

## Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	320.55
	<b>320.55</b>

#### Advance Summary

Travel advance:	0.00
-----------------	------

#### Reimbursable Expenses

Expense Type		Amount
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 --	125.00
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 --	150.00
Crowne Plaza		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 --	45.55
		Total reimbursable expenses
		320.55

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 --	320.55	320.55

#### Approval History

Date And Time	Approver	Approval Status	Comment
15/12/2016 14:34:59	Catherine McKenna	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Total Itinerary Cost (CAD) 0.00**

### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Mario Reynolds*

**Submit Date** *15/12/2016*

**Signature**



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *15/12/2016*

**Signature**



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date** *15/12/2016*

**Signature**



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
Passenger(s) RAYNOLDS/MARLO MR

Invoice No: 486542  
Invoice Date: 2 Dec 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08798	05Dec16 07:50 pm	05Dec16 10:30 pm	OTTAWA INTL - FREDERICTON MUNICIPAL
AC	08507	06Dec16 06:50 pm	06Dec16 07:05 pm	FREDERICTON MUNICIPAL - MONTREAL DORV,
AC	08985	06Dec16 09:00 pm	06Dec16 09:40 pm	MONTREAL DORVAL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2170568866	525.00	76.09	57.25	658.34
BSP CANADA, IATA 0065815174	79.90	10.39	0.00	90.29
Total Fares:				604.90
Total Taxes:				57.25
Total GST/HST:				86.48
<b>Invoice Total:</b>				<b>748.63</b>
<b>Payment(s):</b>				
02 Dec 16 Credit Card				658.34
02 Dec 16 Credit Card				90.29
<b>Total Payments:</b>				<b>748.63</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE ) +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 70568866 4  
FF: REF:  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. AC 8798 W 05DEC16 YOW YFC 1950 OK W0ZTPB 1PC USED  
2. X AC 8507 W 06DEC16 YFC YUL 1850 OK W0WTPB 1PC USED  
3. AC 8985 W 06DEC16 YUL YOW 2100 OK W0WTPB 1PC USED  
NVB:1/05DEC16 2/06DEC16 3/06DEC16 4/  
NVA:1/05DEC16 2/06DEC16 3/06DEC16 4/  
FR: CAD 525.00 TX: CA 14.25 TX: RC 76.09  
TX: SQ 43.00  
EQ:  
TL: CAD 658.34  
FARE CALCULATION  
05DEC16YOW AC YFC Q18.00R250.00AC X/YMQ Q18.00AC YOW  
R239.00CAD525.00 END ROE1.00  
FOP: APC: 155930  
FOP:  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/02DEC16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

# McCord Travel Management

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Passenger(s) RAYNOLDS/MARLO, MR

Invoice No: 486542  
Invoice Date: 2 Dec 2016  
Client No:  
Agent:  
PNR:

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2



## CROWNE PLAZA®

FREDERICTON - LORD BEAVERBROOK

12-06-16

<b>Mario Reynolds</b>	Folio No. :	Room No. : 315
	A/R Number :	Arrival : 12-05-16
	Group Code :	Departure : 12-06-16
	Company : Government	Conf. No. : (
	Membership No. :	Rate Code :
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
12-05-16	*Accommodation	123.00	
12-05-16	HST Tax	18.45	
12-05-16	Visa		141.45
	<b>Total</b>	<b>141.45</b>	<b>141.45</b>
	<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Fredericton Lord Beaverbrook Hotel  
659 Queen Street  
Fredericton, NB E3B 1C3  
Telephone: (506) 455-3371 Fax: (506) 455-1441  
HST# 863 776 738

**Our Rapid Check-Out Service is provided to make your departure as fast and as easy as possible.**

Enclosed is your hotel bill reflecting charges made to your credit card as of 3 a.m.

Charges incurred after 3 a.m. will be added to your hotel bill and will also be charged to your credit card later today.

If your departure changes, please contact the front desk.

Please leave your room key in your room or at the front desk.

If you have questions concerning your account please feel free to stop at the front desk.



**Notre service de départ rapide vous est offert pour faciliter et accélérer votre départ.**

Vous trouverez ci-joint votre note d'hôtel, qui reflète les frais portés à votre carte de crédit avant 3 heures du matin.

Les frais engagés après 3 heures du matin seront facturés sur votre note d'hôtel et seront également portés à votre carte de crédit plus tard aujourd'hui.

Si vous reportez votre départ, veuillez en aviser la réception.

Veuillez laisser votre clé dans la chambre ou à la réception.

Si vous avez des questions au sujet de votre compte, nous vous invitons à visiter la réception.



**CROWNE PLAZA®**  
FREDERICTON - LORD BEAVERBROOK

659 Queen Street  
Fredericton, NB E3B 1C3  
1.866.444.1946  
[www.cpfredericton.com](http://www.cpfredericton.com)



**Reservations:**

1.866.444.1946  
506.455.3371  
[reservations@cpfredericton.com](mailto:reservations@cpfredericton.com)



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Like us at  
[Crowne Plaza Fredericton Lord Beaverbrook](#)



**CROWNE PLAZA®**  
FREDERICTON  
LORD BEAVERBROOK

ROOM # 315

*Thank You*



Date... 12/06/2016 Purchase Order No. 4666

Company.....

Authorized by.....

Passenger  Parcel

From... 1000 1000 1000 1000

To... 1000 1000 1000 1000

Fare \$ 25.00



CHECKER CAB  
450-8294

CAPITAL CAB  
458-0092

MAC's TAXI  
457-1400

BLUE LINE TAXI  
(613) 238 - 1111

Merchant ID: 4325621A

Driver ID:

Record Num.: 0002

### Sale

Authorization Label: VISA (CREDIT)

BLUE LINE TAXI  
(613) 238 - 1111

TERMINAL ID: 329-300-934  
MERCHANT ID: 4325621A  
VEHICLE ID: 1386  
DRIVER ID: 1

TRIP NUMBER: 3630  
PASSENGERS: 1

12/06/2016 START: 21:44 END: 21:45

FARE AMOUNT: \$ 33.21

TIP AMOUNT: \$ 4.98

**TOTAL : \$ 38.19**

VISA SALE :

APPROVAL NUMBER : 057212

\*\*\*\*PASSENGER COPY\*\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRIES@TAXITAB.COM  
TAXITAB

AID: A0000000031010

VISA Entry Method: Chip

Amount: \$ 34.81

Tip: \$ 5.22

**Total: CAD\$ 40.03**

2016/12/05 18:34:29

Resp Code: 00

TVR: 0000000000

TSI: 0000

Inv#H: 001017 Aprr Code: 028480

Aprrvd: Online Batch#: 000781

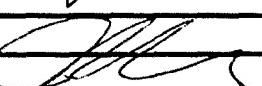
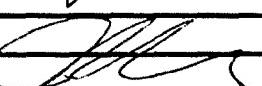
TRN Ref #: 586340848697930

Validation Code: JCGB

DESCRIPTION: .

TXN ID: 00000000000000000000000000000000



Traveler Name:	Manolo			
Location:	Frederick			
Dates of travels:	Dec 6			
Meals and Incidentals:	B	L	D	Inc.
Monday	S			
Tuesday	C			✓
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts				
Traveler Signature				

Please do not include meals that were  
provided during this trip

Transaction

**Out of Pocket Expenses: Details**

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

**Out of Pocket Expense:** 06/12/2016

**Amount:** \$0.00 CAD

**Meals and incidentals**

[Expenses](#)    [Coding](#)    [Approval](#)    [Summary](#)

**2) Allowance: Meals, Incidentals & Private Accommodation**

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                          End Date  
05/12/2016       06/12/2016   

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
05/12/2016	Canada - New Brunswick 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2016	Canada - New Brunswick 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Calculate Allowances](#)

**Summary**

Country	Location	Meals	Incidentals	Private Accommodation
Canada	New Brunswick	45.55	0.00	0.00

[Save](#)

[Cancel](#)

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Fredericton - December 2016

**Nom du voyageur:** *Marlo Raynolds*

**NIV:**

**Préparé par:** *Amanda Herault*

**Module Politique:** *M3D : Domestique - avec nuitée*

**Motif du voyage:** *Engagement principal des parties - Réunions*

**Autre objet du voyage:**

**Nom de la demande de voyage:** *Fredericton - December 2016*

**Date de début du déplacement:** *05/12/2016*

**Date de fin du déplacement:** *06/12/2016*

**État d'autorisation du rapport de dépenses:** *Autorisation requise*

**Emplacement principal:**

**Emplacement secondaire:**

**NAV en ligne:** *AMC441836*

**Fiscal Year:** *2016-2017*

**Travel Outside Default Division:** *N*

**Code fournisseur:**

**Événement:**

**Commentaires:**

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

<b>Total des dépenses attribuées :</b>	<b>1,038.85</b>
(Moins) Total des dépenses non remboursables :	748.63
<b>Total des dépenses remboursables :</b>	<b>290.22</b>
<b>Montant total du voyageur :</b>	<b>290.22</b>
<b>Dépenses non remboursables</b>	

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	02/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 --			748.63
Manual Prepaid					<hr/>
Air Canada					748.63
Total des dépenses non remboursables (CAD)					748.63

### Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --		ON*TVH 4.09	34.10 <hr/> 38.19
From airport to home					
11) Taxi	05/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --		ON*TVH 4.29	35.74 <hr/> 40.03
From home to airport					
11) Taxi	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB*TVH 3.07	21.93 <hr/> 25.00
From the hotel to the airport					
16) Hébergement commercial	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB*TVH 17.37	124.08 <hr/> 141.45
Crowne Plaza					
2) Indemnités pour hébergement, repas et frais accessoires	06/12/2016	51496 - 282202 - 0070 - PBJ2 - 2001 -- -----		NB#T ... 5.94	39.61 <hr/> 45.55
Total des dépenses remboursables (CAD)					290.22

### Récapitulatif codes de taxes

TVH	Montant total
-----	34.76

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 --	1,004.09	1,038.85

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Marlo Reynolds*

**Date de soumission** *15/12/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *15/12/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

# Expense Report Statement

## Expense Report Name: To accompany the Minister in China - December 2016

**Traveller Name:** Frédérique Tsai-Klassen

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M4 - International - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement -  
Meetings

**Other Trip Purpose:**

**Travel Request Name:** China - December 2016

**Travel Start Date:** 03/12/2016

**Travel End Date:** 08/12/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC440776

**Fiscal Year:** 2016-2017

**Travel Outside Default:** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>9,028.75</b>
(Minus) Total non-reimbursable expenses :	8,157.52
<b>Total reimbursable expenses :</b>	<b>871.23</b>
<b>Total due traveller :</b>	<b>871.23</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Amount	Tax Amount	Amount
5) Commercial Air	24/11/2016 51495 - 285100 - 0070 - PBJ2 - 2001 --			8,157.52
Manual Prepaid				<u>8,157.52</u>
Air Canada				
Air Canada and Air China				
		Total non-reimbursable expenses (CAD)		8,157.52

### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	05/12/2016 51495 - 285100 - 0070 - PBJ2 - 2001 --			202.55
Mandarin Oriental Hotels		1,050.03 (CNY)		<u>202.55</u>
16) Commercial Accommodation	08/12/2016 51495 - 285100 - 0070 - PBJ2 - 2001 --			364.40
Shangri-La Hotels And Resorts		1,800.04 (CNY)		<u>364.40</u>
16) Commercial Accommodation	06/12/2016 51495 - 282202 - 0070 - PBJ2 - 2001 --			240.69
Kempinski International Hotels		1,247.10 (CNY)		<u>240.69</u>
2) Allowance: Meals, Incidentals & Private Accommodation	06/12/2016 51495 - 285100 - 0070 - PBJ2 - 2001 --			63.59
		329.48 (CNY)		<u>63.59</u>
		Total reimbursable expenses (CAD)		871.23

### Tax Coding Summary

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax

**Financial Coding**

		8,788.06	8,788.06
51495 - 285100 - 0070 - PBJ2 - 2001 --			
51495 - 282202 - 0070 - PBJ2 - 2001 --		240.69	240.69

**Approval History**

Date And Time	Approver	Approval Status	Comment
20/12/2016 11:11:25	Myriam Montreuil	Approved	

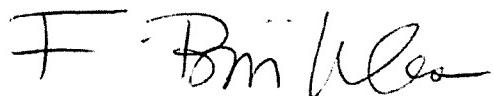
**Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** Frédérique Tsai-Klassen

**Submit Date** 16/12/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name** Amanda Héroult

**Submit Date** 16/12/2016

Signature



**Recommender Name** Myriam Montreuil

**Recommended Date** 20/12/2016

Signature

**Approver Name** *Mario Reynolds*

**Approval Date**

DEC 21 2010

Signature



**Processor Name**

\_\_\_\_\_

**Processed Date**

\_\_\_\_\_

Signature

# Travel Request

## Travel Request Name: China - December 2016

**Traveller Name:** Frédérique Tsai-Klassen  
**TIN:**  
**Prepared By:** Amanda Herault  
**Policy Module:** M4 - International - Overnight Stay  
**Trip Purpose:** Key Stakeholder Engagement - Meetings  
**Other Trip Purpose:**  
**Alternative To Travel:** Personal attendance required  
**Travel Start Date:** 03/12/2016  
**Travel End Date:** 08/12/2016  
**Approval Status:** Approved  
**Primary Location:**  
**Secondary Location:**  
**Online TAN:** AMC440776  
**Fiscal Year:** 2016-2017  
**Travel Outside Default:** N  
**Division:**  
**Blanket Travel Authority:** No  
**Applied:**  
**Vendor Code:**  
**Custom Field 1:**  
**Custom Field 2:**  
**Custom Field 3:**  
**Custom Field 4:**  
**Custom Field 5:**  
**Event:**  
**Comments:**  
China - December 2016

## Travel Request Summary

### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	1,178.22
	<b>1,178.22</b>

### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

### Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 --	1,000.00
Other		
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 --	178.22
		<b>Total reimbursable expenses</b>
		<b>1,178.22</b>

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 --	1,178.22	1,178.22

### Approval History

Date And Time	Approver	Approval Status	Comment
16/12/2016 11:22:54	Mario Raynolds	Approved	

### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

Traveller type:

Minister & Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -  
Meetings

Document Released Under the Access to  
Information Act / Document divulgué en vertu  
de la Loi sur l'accès à l'information.

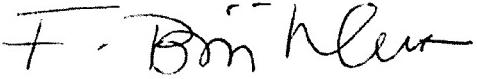
Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name *Frédérique Tsai-Klassen*

Submit Date 16/12/2016

Signature 

Submitted on behalf of the Traveller.

Delegate Name *Amanda Herault*

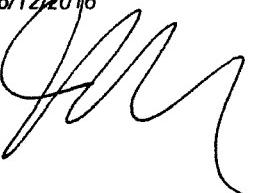
Submit Date 16/12/2016

Signature 

Certified pursuant to section 32 of the Financial Administration Act.

Approver Name *Marlo Reynolds*

Approval Date 16/12/2016

Signature 

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485462  
Invoice Date: 24 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) TSAI/FREDERIQUE MS

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA INTL - VANCOUVER INTL
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOUVER INTL - BEIJING CAPITAL
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING CAPITAL - GUANGZHOU BAIYUN
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL
AC	00032	09Dec16 06:45 pm	09Dec16 06:35 pm	BEIJING CAPITAL - TORONTO PEARSON
AC	00466	09Dec16 08:10 pm	09Dec16 09:16 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374625/26 for TSAI/FREDERIQUE MS	6,350.00	3.51	569.81	6,923.32
BSP CANADA, IATA 0065812101	79.90	4.00	0.00	83.90
Total Fares:				6,429.90
Total Taxes:				569.81
Total GST/HST:				7.51
<b>Invoice Total:</b>				<b>7,007.22</b>
<b>Payment(s):</b>				
24 Nov 16 Credit Card				6,923.32
24 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>7,007.22</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485462  
Invoice Date: 24 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) TSAI/FREDERIQUE MS

+++ AIR TICKET PLUS SERVICE FEE ( LOWER BUSINESS CLASS FARE ) +++  
+++ DATE CHANGE TRAVEL ON INVOCIE 485757 +++

TKT: 014 9566 374625-626 NAME: TSAI/FREDERIQUEMS

CC: FF:

ISSUED: 24NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN

EXCH AC 163 D 03DEC YOWYVR 0715A OK Z7KWCN 1

NVB03DEC NVA03DEC

EXCH AC 29 Z 03DEC YVRPEK 1235P OK Z7KWCN 2

NVB03DEC NVA03DEC

EXCH CA 1309 F 04DEC PEKCAN 0600P OK Z7KWCN 3

NVB04DEC NVA04DEC

EXCH CA 1302 F 05DEC CANPEK 0730P OK Z7KWCN 4

NVB05DEC NVA05DEC

)> ---626---

EXCH AC 32 Z 09DEC PEKYZZ 0645P OK Z7KWCN 1

NVB09DEC NVA09DEC

EXCH AC 466 D 09DEC YYZYOW 0810P OK Z7KWCN 2

NVB09DEC NVA09DEC

FARE: CAD 6350.00 TAX: 25.91 CA TAX: 3.51 RC

TAX: 543.90 XT TOTAL: CAD 6923.32

REFUNDABLE-CXLFEE-CHGFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M240

9.33CA BJS AC X/YTO AC YOW Q CANYOW11.62M2409.34 1S

77.47 NUC4919.38END ROE1.29081 XT 480.00YQ 36.90CN

)> 27.00SQ

TOUR CODE: PAC1

RLOC 1V

>

## TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

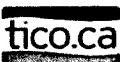
Invoice No: 485757  
Invoice Date: 26 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) TSAI/FREDERIQUE MS

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00163	03Dec16 07:15 am	03Dec16 09:54 am	OTTAWA INTL - VANCOUVER INTL
AC	00029	03Dec16 12:35 pm	04Dec16 04:00 pm	VANCOUVER INTL - BEIJING CAPITAL
CA	01309	04Dec16 06:00 pm	04Dec16 09:20 pm	BEIJING CAPITAL - GUANGZHOU BAIYUN
CA	01302	05Dec16 07:30 pm	05Dec16 10:35 pm	GUANGZHOU BAIYUN - BEIJING CAPITAL
AC	00032	08Dec16 06:45 pm	08Dec16 06:35 pm	BEIJING CAPITAL - TORONTO PEARSON
AC	00466	08Dec16 08:10 pm	08Dec16 09:16 pm	TORONTO PEARSON - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374782/83 for TSAI/FREDERIQUE MS	900.00	0.00	0.30	900.30
Total Fares:				900.00
Total Taxes:				0.30
Penalties:				250.00
<b>Invoice Total:</b>				<b>1,150.30</b>
<b>Payment(s):</b>				
26 Nov 16 Credit Card				1,150.30
<b>Total Payments:</b>				<b>1,150.30</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s) TSAI/FREDERIQUE MS**

Invoice No: 485757  
Invoice Date: 26 Nov 2016  
Client No:  
Agent:  
PNR:

+++ DATE CHANGE FROM INVOICE 485462 +++  
+++ 250.00 CHANGE FEE PLUS 900.30 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 014 9566 374782-783 NAME: TSAI/FREDERIQUEMS  
CC: FF:  
ISSUED: 26NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 163 D 03DEC YOWYVR 0715A OK Z7KWCN 1  
NVB03DEC NVA03DEC  
USED AC 29 Z 03DEC YVRPEK 1235P OK Z7KWCN 2  
NVB03DEC NVA03DEC  
USED CA 1309 F 04DEC PEKCAN 0600P OK Z7KWCN 3  
NVB04DEC NVA04DEC  
USED CA 1302 F 05DEC CANPEK 0730P OK DXCN 4  
NVA03JUN  
> ---783---  
USED AC 32 D 08DEC PEKYYZ 0645P OK DXCN 1  
NVA03JUN  
USED AC 466 C 08DEC YYZYOW 0810P OK DXCN 2  
NVA03JUN

FARE: CAD 7250.00 TAX: 25.91 CA TAX: 3.51 RC  
TAX: 544.20 XT TOTAL: CAD 7823.62  
REFUNDABLE-CXLFEE-CHGFEET REFU  
NDABLE-CXLFEE

3DEC YOW AC X/YVR AC X/BJS CA CAN Q YOWCAN11.62M240  
9.33CA BJS AC X/YTO AC YOW Q CANYOW11.62M3184.05NUC  
> 5616.62END ROE1.29081 XT 480.00YQ 37.20CN 27.00SQ  
A/C 1150.30  
TOUR CODE: PAC1  
EXCHANGED FOR: 0149566374625  
ORIGINAL ISSUE: 0149566374625YOW24NOV1667502982  
RLOC 1V1

## TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

## 宾客账单 Guest Folio

Ms. Frederique Tsai  
The International CCS Knowledge Centre  
Alberta  
Canada

Room	房间	: H2005
Arrival	抵店日期	: 04 December 2016
Departure	离店日期	: 05 December 2016
Person(s)	人数	: 1
Folio A/C No.	账单号	:
Confirmation No.	确认号	:
Cashier	收银员	: YF
Page	页码	: 1

Date	Description	付款(人民币) Credits (CNY)	消费(人民币) Charges (CNY)
04.12	Accommodation Charges		900.51
04.12	Service Charge		90.06
04.12	VAT		59.43
05.12		1,050.00	
	Total	1,050.00	1,050.00
	Balance	0.00	

I have received the goods and/or services in the amount shown here. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, association or credit card issuer fails to pay for any part or full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with issuer.  
 本人承认以上显示的账目及服务金额。如果转帐无效，本人愿通过个人、公司或信用卡承担账单所列尚未付清之最后欠款。  
 如果使用信用卡付费，本人同意从本人信用卡中支付以上费用。

宾客签名 Guest Signature

广州文华东方酒店 Mandarin Oriental, Guangzhou  
 中国广州天河区天河路389号 邮编510620  
 389 Tianhe Road, Tianhe District, Guangzhou 510620, China  
 电话 Telephone +86(20)3808 8888 传真 Facsimile +86(20)3808 8889  
[mandarinoriental.com/guangzhou](http://mandarinoriental.com/guangzhou)

Ms Frederique Tsai  
Canada  
Department of Foreign Affairs, Trade and  
Development

Kempinski Hotel  
Beijing Lufthansa Center  
CHINA  
凯宾斯基饭店  
北京燕莎中心有限公司

INVOICE  
Folio No. :  
Date : 06.12.16 / 08:44  
Guest : Ms Frederique Tsai

Room No. : 1256  
Arrival : 05.12.16  
Departure : 06.12.16  
Page : 1 of 1  
Cashier :  
Discovery No. :  
Frequent Flyer No. :

Date	Description	Debit CNY	Credit CNY
05.12.16	Accommodation	1,069.55	
05.12.16	Room Surcharge	106.96	
05.12.16	VAT 06% - Room Charge	70.59	
06.12.16	Visa (M)		1,247.10
	<b>Total</b>	<b>1,247.10</b>	<b>1,247.10</b>
	<b>Balance CNY</b>		<b>0.00</b>
	<b>VAT Breakdown</b>		<b>VAT CNY</b>
	VAT 6%		70.59
	VAT 11%		0.00
	VAT 13%		0.00
	VAT 17%		0.00
	<b>Total</b>		<b>70.59</b>

Guest's Signature :

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

50 Liangmaqiao Road  
Chaoyang District  
Beijing 100125  
China

T +86 10 64653388  
F +86 10 64653366  
[www.kempinski.com](http://www.kempinski.com)  
[reservations.beijing@kempinski.com](mailto:reservations.beijing@kempinski.com)

Receivers Bank: China CITIC Bank  
Address: H.O.General Banking, Beijing, China  
SWIFT Code: CIBKCNBJ100  
Receiver's Name: Kempinski Hotel, Beijing Lufthansa Center  
USD A/C: 71168-1-14-826-000001-18

DISCOVERY

Kempinski  
HOTELS SINCE 1897


  
**北京香格里拉饭店**  
**Shangri-La hotel**

BEIJING

Ms Frederique Tsai  
AB  
Canada

**INFORMATION INVOICE**

Folio No.	:	
Room No.	:	2122
Person(s)	:	1
Arrival	:	06/12/16 21:05
Departure	:	08/12/16 16:00
Cashier No.	:	
Page No.	:	1 of 1

Shangri-La Hotel Beijing      08/12/16 14:44

DATE	TEXT	REF#	TIME	DEBITS	CREDITS
06/12/16	Room Charge			771.87	
06/12/16	Service Charge			77.19	
06/12/16	Value Added Tax			50.95	
07/12/16	Room Charge			771.87	
07/12/16	Service Charge			77.19	
07/12/16	Value Added Tax			50.95	
<b>Total</b>				<b>1,955.10</b>	<b>0.00</b>
<b>Balance</b>				<b>1,955.10</b>	<b>RMB</b>

As a Golden Circle Member, you could have earned an estimated 19 GC Award Points for this stay. Join Golden Circle now. \*\*\*  
 现在成为贵宾金环会会员，即可凭此次入住获得约 19 分贵宾金环会奖励积分。欢迎即刻加入贵宾金环会。

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your experience at [www.tripadvisor.com](http://www.tripadvisor.com)

Traveler Name:	F-TSAI LARSEN			
Location:	CHINA			
Dates of travel:	DEC 3 - 8, 2016			
Meals and incidentals:	B	L	D	Incidentals
Monday	5			
Tuesday	6		X	
Wednesday	7			
Thursday	8			
Friday				
Saturday	3			
Sunday	4			
Hotel receipt(s)	3			
Taxi receipts				
Miscellaneous receipts				
Traveler signature	F-TSAI LARSEN			

Please do not include meals that were provided during this trip.

交通银行

BANK OF COMMUNICATIONS

房号/ROOM NO.: 2122

商户名称: 北京香格里拉大酒店

MERCHANT: Shangri-la Hotel  
beijing

商户编号 10171

/MER. ID: 10171347

终端编号/TERM. ID: 10171347

卡类别/CARD TYPE: VISA

卡号/CARD NO.:

有效期/EXP. DATE: \*\*/\*\*

交易类型/TXN TYPE:

消费(SALE)

批次号/BATCH NO.: 000145

流水号/TRACE NO.: 002907

操作员/Operator: CommUser

日期时间/DATETIME:

2016-12-08 14:46:50

参考号/REF. NO.: 634390607379

授权码/AUTH. NO.: 094459

金额/AMOUNT (RMB):

1955.10

汇率/RATE:

CAD/RMB 0.2024403

Please select the trans current  
the box

本币金额/Total Local Amount:

RMB1955.10 [ ]

外币金额/Total Foreign Amount:

CAD395.79 [ ]

EMV信息/EMV INFO.:

TC: 0ACD31DA53934CDA

TVR: 8080008000

TSI: 7800

AID: A0000000031010

APPLAB: VISA CREDIT

CSN: 02

ATC: 0036

备注信息(Note):

兹申明交易之最终货币系本人之  
选择，并已了解此项服务非组织  
所提供。

I have been offered a choice of currencies for payment including RMB. I understand the chosen currency is final and that this service is offered by the merchant. Reference rate is based on BOCM wholesale rate as of today.  
 \* Mark-up on reference rate is EB PT. TWO ZERO percent and no com/fees.

持卡人签字 (CARDHOLDER SIGNATURE)

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses: Copy](#)

Out of Pocket Expense: 06/12/2016

Amount: \$0.00 CAD (Original Amount ¥0.00 CNY)

Meals and incidentals

Expenses Coding Approved Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date                  End Date  
03/12/2016    08/12/2016   

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Priv Acc
03/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/12/2016	China - Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Calculate Allowances](#)

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
China	Beijing	63.59	0.00	0.00

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in China - December 2016

**Nom du voyageur:** Frédérique Tsai-Klassen

**NIV:**

**Préparé par:** Amanda Herault

**Module Politique:** M4 : International - avec nuitée

**Motif du voyage:** Engagement principal des parties -  
Réunions

**Autre objet du voyage:**

**Nom de la demande de voyage:** China - December 2016

**Date de début du déplacement:** 03/12/2016

**Date de fin du déplacement:** 08/12/2016

**État d'autorisation du rapport de dépenses:** Autorisation requise

**Emplacement principal:**

**Emplacement secondaire:**

**NAV en ligne:** AMC440776

**Fiscal Year:** 2016-2017

**Travel Outside Default Division:** N

**Code fournisseur:**

**Événement:**

**Commentaires:**

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

**Total des dépenses attribuées :** 9,028.75

(Moins) Total des dépenses non remboursables : 8,157.52

**Total des dépenses remboursables :** 871.23

**Montant total du voyageur :** 871.23

#### Dépenses non remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	24/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 --			8,157.52
Manual Prepaid					<hr/> 8,157.52
Air Canada					
Air Canada and Air China					
			Total des dépenses non remboursables (CAD)		8,157.52

### Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	05/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001 --			202.55
Mandarin Oriental Hotels			1,050.03 (CNY)		<hr/> 202.55
16) Hébergement commercial	08/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001 --			364.40
Shangri-La Hotels And Resorts			1,800.04 (CNY)		<hr/> 364.40
16) Hébergement commercial	06/12/2016	51495 - 282202 - 0070 - PBJ2 - 2001 --			240.69
Kempinski International Hotels			1,247.10 (CNY)		<hr/> 240.69
2) Indemnités pour hébergement, repas et frais accessoires	06/12/2016	51495 - 285100 - 0070 - PBJ2 - 2001 --			63.59
			329.48 (CNY)		<hr/> 63.59
			Total des dépenses remboursables (CAD)		871.23

### Récapitulatif codes de taxes

### Résumé des codes financiers

<b>Codes financiers</b>		<b>Total HT Taxe</b>	<b>Total TTC Taxe</b>
51495 - 285100 - 0070 - PBJ2 - 2001 --		8,788.06	8,788.06
51495 - 282202 - 0070 - PBJ2 - 2001 --		240.69	240.69

## Historique d'autorisation

<b>Date et heure</b>	<b>Approbateur</b>	<b>État d'autorisation</b>	<b>Commentaire</b>
21/12/2016 13:37:17	Marlo Raynolds	Autorisé(e)	
20/12/2016 11:11:25	Myriam Montreuil	Autorisé(e)	

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Frédérique Tsai-Klassen*

**Date de soumission** *16/12/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *16/12/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** *20/12/2016*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approuveur** *Marlo Reynolds*

**Date d'autorisation** *21/12/2016*

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To attend the Assembly of First Nations - 5 December 2016

**Traveller Name:** Jonathan Wilkinson

**TIN:**

**Prepared By:** Amanda Heraut

**Policy Module:** M1 - Within Headquarters - No  
Overnight

**Trip Purpose:** Other - Conferences

**Other Trip Purpose:** Assembly of First Nations

**Travel Request Name:** AFN Ottawa - 5 December 2016

**Travel Start Date:** 05/12/2016

**Travel End Date:** 05/12/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC440315

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>24.00</b>
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<b>Total reimbursable expenses :</b>	<b>24.00</b>
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<b>Total due traveller :</b>	<b>24.00</b>
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#### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	05/12/2016	51496 - 282203 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --	ON*HST 2.57	21.43 2.57 <hr/> 24.00

From office to conference

Expense Type	Date	Foreign Amount	Tax Amount	Amount
		Total reimbursable expenses (CAD)		24.00

### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	2.57

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282203 - 0070 - PBJ2 - 2001 --	21.43	24.00

### Approval History

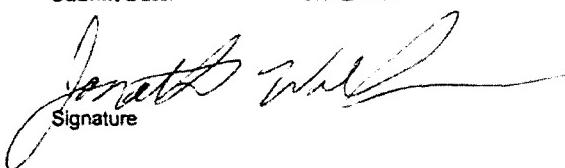
Date And Time	Approver	Approval Status	Comment
07/12/2016 10:35:24	Myriam Montreuil	Approved	

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name      *Jonathan Wilkinson*

Submit Date.      07/12/2016

  
Signature

Submitted on behalf of the Traveller.

Delegate Name      *Amanda Herault*

Submit Date      07/12/2016

  
Signature

**Recommender Name** *Myriam Montreuil*

**Recommended Date** \_\_\_\_\_

**Signature**

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Mario Reynolds*

**Approval Date**

DEC 15 2016

**Signature**



**Processor Name** *Myriam Montreuil*

**Processed Date** *07/12/2016*

**Signature**

## Travel Request

Travel Request Name: AFN Ottawa - 5 December 2016

**Traveller Name:** *Jonathan Wilkinson*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M1 - Within Headquarters - No  
Overnight*

**Trip Purpose:** *Other - Conferences*

**Other Trip Purpose:** *Assembly of First Nations*

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *05/12/2016*

**Travel End Date:** *05/12/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC440315*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*AFN Ottawa - 5 December 2016*

### Travel Request Summary

#### Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	24.00
	<b>24.00</b>

#### Advance Summary

Travel advance:	0.00
-----------------	------

#### Reimbursable Expenses

Expense Type	Amount
11) Taxi	51496 - 282203 - 0070 - PBJ2 - 2001 --
	<b>24.00</b>

Total reimbursable expenses	24.00
-----------------------------	-------

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282203 - 0070 - PBJ2 - 2001 --	24.00	24.00

#### Approval History

Date And Time	Approver	Approval Status	Comment
07/12/2016 10:23:01	Mario Raynolds	Approved	

#### Itinerary Details

PNR:

Trip Status: Quoted

Traveller Type: Minister's Exempt Staff

Primary Trip Purpose: Other - Conferences

Total Itinerary Cost (CAD) 0.00

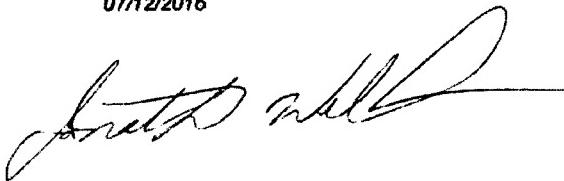
**Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name      *Jonathan Wilkinson*

Submit Date      07/12/2016

Signature



Submitted on behalf of the Traveller.

Delegate Name      *Amanda Herault*

Submit Date      07/12/2016

Signature

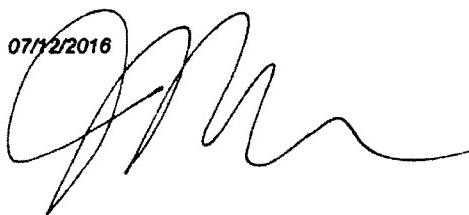


Certified pursuant to section 32 of the Financial Administration Act.

Approver Name      *Mario Reynolds*

Approval Date      07/12/2016

Signature



**BLUE LINE**

Job # \_\_\_\_\_

**RECEIPT FOR CAB FARE**

Amount \$1 24 Date Dec - 5 - 14

From \_\_\_\_\_

To \_\_\_\_\_

Cab No. \_\_\_\_\_ Driver \_\_\_\_\_

H.S.T. Included in meter fare

VISA 

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend the Assembly of First Nations - 5 December 2016

**Nom du voyageur:** *Jonathan Wilkinson*

**NIV:**

**Préparé par:** *Amanda Herault*

**Module Politique:** *M1 : Dans la zone d'affectation - sans nuitée*

**Motif du voyage:** *Autre - Conférences*

**Autre objet du voyage:** *Assembly of First Nations*

**Nom de la demande de voyage:** *AFN Ottawa - 5 December 2016*

**Date de début du déplacement:** *05/12/2016*

**Date de fin du déplacement:** *05/12/2016*

**État d'autorisation du rapport de dépenses:** *Autorisation requise*

**Emplacement principal:**

**Emplacement secondaire:**

**NAV en ligne:** *AMC440315*

**Fiscal Year:** *2016-2017*

**Travel Outside Default Division:** *N*

**Code fournisseur:**

**Événement:**

**Commentaires:**

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

<b>Total des dépenses attribuées :</b>	<b>24.00</b>
<b>Total des dépenses remboursables :</b>	<b>24.00</b>

**Montant total du voyageur :** **24.00**

#### Dépenses remboursables

Type de dépenses	Date		Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	05/12/2016	51496 - 282203 - 0070 - PBJ2 - 2001 -- 10600 - 0070 - 0000 -- 8050 --		ON*TVH 2.57	21.43
					<u>24.00</u>

From office to conference

Total des dépenses remboursables (CAD) 24.00

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 -- 8050 --	2.57

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282203 - 0070 - PBJ2 - 2001 --	21.43	24.00

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur *Jonathan Wilkinson*

Date de soumission 07/12/2016

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *07/12/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Mario Reynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature